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31 August 1960


MEMORANDUM FOR: Chief, Support Staff, FE Division

SUBJECT : Interim Report--Work Simplification
Study--FE/Logistics

1. Our review of the Logistics Section activities has not revealed any areas requiring major internal improvements. The Section appears to be well organized and managed; (a) the work load is equitably distributed; (b) procedures are well defined and (c) the employees are knowledgeable of their duties, responsibilities and reporting channels. These findings are substantiated by the complimentary statements on Logistics support made by Branch officials in the course of our interviews covering all phases of support activity.

2. The attached recommendations pertain primarily to the record control activities of the Section. We would appreciate meeting with you for any discussions required in furtherance of their implementation.

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Acting Chief,
Management Analysis Staff
(DD/P Area)

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 4 NO CHANGE
IN CLASS/DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 10 REV DATE 27/2/80 REVIEWER 029725 TYPE DOC. 02
NO. PGS 9 CREATION DATE _____ ORG COMP 30 OFF 30 ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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